

Class Concept:

This is managerial and professional work directing divisions/programs within the Office of Archives and History. Position is a member of the senior management staff, responsible for understanding the effect of industry trends, impact of legislative changes, and other areas of concern associated with Archives and History. Position is also responsible for identifying potential changes that may be needed to statutes and rules. Position is responsible for resolving complex and/or controversial issues, recommending new legislation or revisions to existing legislation, developing policies, programs, and procedures to facilitate operations. Directs the organizational development and mission of the Office of State Archives and History.

Position provides administrative and programmatic assistance to various historical commissions and committees. In addition, work requires the position to serve as the North Carolina State Historian, North Carolina State Historic Preservation Officer and oversee the State's archaeology and historic preservation program in accordance with the Historic Preservation Act of 1966. Position also serves as the Secretary for the Historical Commission which has broad authority for adopting rules, regulations, standards, and methods for the Office of Archives and History and the Chair of the State Historical Records Advisory Board.

Recruitment Standards

Knowledge, Skills, and Abilities:

- Thorough knowledge of North Carolina history, historical events, and historical reference sources.
- Thorough knowledge of principles and practices of historical administration.
- Thorough knowledge of fair use, intellectual property rights, copyright law, and state and federal public records laws.
- Thorough knowledge of the policies, procedures, and operations of national, state, and local historic preservation programs.
- Ability to make well-informed decisions utilizing a high degree of judgment based on extensive knowledge of related policies, procedures, and practices.
- Ability to communicate effectively both verbally and in writing with the public, Agency management, elected officials, and stakeholders.
- Ability to interpret and apply various concepts of state and federal laws.
- Ability to represent the Office of State Archives and History and to interpret its programs and its objectives to community groups, professional associates, and the public in an effective manner.
- Ability to effectively manage and supervise staff and plan and direct all fiscal, personnel and program operations of a large portion of the Agency's operation.

Minimum Education and Experience:

Master's degree in American History or related field from an appropriately accredited institution and seven years of progressive experience in the administration of a public history or related program; or an equivalent combination of education and experience.